

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): February 20-21, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$111 (total)	\$133 (1 night)	\$109 (total)	\$0
<input checked="" type="checkbox"/> Actual Amount	\$0 (airfare) \$111 (bus)		\$36/day	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Farm Foundation's Farm and Field Congressional Fellowship Tour in Oregon (see attached itinerary)

3/5/19  
(Date)

Courtney Flathers  
(Printed name of traveler)

Courtney Flathers  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3-7-19  
(Date)

Jeffrey A. Markley  
(Signature of Supervising Senator/Officer)

# United States Senate

## SELECT COMMITTEE ON ETHICS

### Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) at least 30 days prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

#### Pre-Travel Authorization

##### Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☒ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
  - ☒ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
  - ☒ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

##### At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package *File with the Select Committee on Ethics in SH-220*

- ☒ Complete Employee Pre-Travel Authorization Form (Form RE-1)
  - ☒ Ensure this form is typed and that all of the fields are completed.
  - ☒ Ensure your supervising Senator or Officer has signed this form.
  - ☒ Personally sign this form.
- ☒ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
  - ☒ Form RE-1
  - ☒ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ☒ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
  - ☒ All attachments to the Private Sponsor Travel Certification Form
    - ☒ Complete and final itinerary
    - ☒ List of Senate invitees
    - ☒ Any other necessary attachments
- ☒ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

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- ### **Post-Travel Disclosure**

***File with the Office of Public Records in SH-232***

- Please contact the Committee if you have any questions.**

**Fax: (202)-224-7416**



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Farm Foundation
2. Description of the trip: Opportunity to gain hands-on experience and a broader perspective on the U.S. food and agriculture sector
3. Dates of travel: February 20-21, 2019
4. Place of travel: Tigard, Oregon
5. Name and title of Senate invitees: See separate list, attached
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Farm Foundation is the sole sponsor of this trip, and as such has provided all of the funding and in-kind staff support in developing the agenda and in inviting staff.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Farm Foundation is a non-partisan, non-profit 501(c)(3) dedicated to food and agriculture education and research. Our Farm and Field Congressional Fellowship Program and tours are one part of that overall objective, with tours like this intended to educate congressional staff on the food and agriculture sector.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Farm Foundation initiated its Farm and Field Congressional Fellowship Program in early 2018 and has hosted two tours - in central Florida in February 2018 and in central Indiana in August 2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Farm Foundation serves agriculture and rural communities by providing objective information to foster an understanding of issues; hosts eight open-to-the-public Forums a year, highlighting emerging issues and differing opinions; publishes publicly-available Issue Reports that provide background on new issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$111 (bus)	\$133 (one night)	\$80 (total) \$40/day	\$0
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

(b) specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

The Farm & Field Congressional Fellowship Program selects a different location each tour, in an effort to highlight the variety of agriculture across the country. The Pacific Northwest is a core part of that sector.

19. Name and location of hotel or other lodging facility:

Grand Hotel at Bridgeport, 7265 SW Hazelfern Road; Tigard, Oregon

20. Reason(s) for selecting hotel or other lodging facility:

Lowest cost for reasonable hotel near tour area

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Estimated lodging is equal to and M&IE expenses are less than government per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

25-passenger coach bus provided by Farm Foundation for safe and economic transportation in Oregon

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Megan Provost, Vice President of Policy and Programs

Name of Organization: Farm Foundation

Address: 1301 West 22nd Street, Suite 906, Oak Brook, IL 60523

Telephone Number: (630) 571-9393

Fax Number: (630) 571-9580

E-mail Address: megan@farmfoundation.org





Farm Foundation  
***Farm and Field Congressional Fellowship Program***  
February 2019 Tour – Western Oregon  
February 20-22, 2019

**Agenda – Courtney Flathers**

**Wednesday, February 20, 2019**

- 2:00pm Traveler will meet group at World Forestry Center by personal vehicle  
7000 NE Airport Way, Portland
- 2:00-3:15pm **Tour World Forestry Center**  
*Objective: To understand forestry production and management*  
The World Forestry Center is a nonprofit organization dedicated to creating and inspiring champions of sustainable forestry, providing critical programs in convening and professional development of global leaders and practitioners in forestry and related fields. The WFC's Discovery Museum was opened in 1971 to educate the general public about local and global forests and sustainable forestry.  
Speakers: Joe Furria, Executive Director of the World Forestry Center, and Travis Joseph, President and CEO of the American Forest Resource Council
- 3:15-3:30pm Travel from World Forestry Center to OSU Food Innovation Center  
4033 Southwest Canyon Road, Portland – 1207 NW Naito Parkway, Portland
- 3:30-4:30pm **Tour Oregon State University Food Innovation Center**  
*Objective: To learn about food safety, education, and testing*  
The only urban experiment station in the country, the FIC is a resource for client-based product and process development, packaging engineering and shelf life studies, food safety, and consumer sensory testing.  
Speakers: Dr. David Stone, Director of the Food Innovation Center and Associate Professor of Food Science & Technology
- 4:30-5:15pm Travel from OSU Food Innovation Center to OSU Experiment Station  
1207 NW Naito Parkway, Portland – 15210 NE Miley Road, Aurora
- 5:15-8:00pm **Tour and Dinner at Oregon State University North Willamette Research and Extension Center**  
*Objective: To learn about specialty crop production and research*  
This experiment station focuses research and education on nurseries and greenhouses, fresh vegetables and specialty seed crops, berries and small fruit, Christmas trees, and small commercial farms. In addition, it is the location for the state's only IR-4 Pesticide Registration program working with agricultural crops throughout Oregon.



Speakers: Dr. Bill Boggess, professor and Executive Associate Dean at the College of Agricultural Sciences; Dr. Mike Bondi, Research Center Director and Professor of Forestry; Rose Kachadoorian, Pesticide Regulatory Leader with the Oregon Department of Agriculture; and Steve Salisbury, agronomist with Pacific Ag Resources

8:00-8:15pm Travel from OSU Experiment Station for Hotel  
15210 NE Miley Road, Aurora – 7265 SW Hazelfern Road, Tigard

8:15pm Check into the Grand Hotel

**Thursday, February 21, 2019**

7:00am Breakfast on your own (included in hotel)

7:30-8:00am Travel from Hotel to IFA Nurseries  
7265 SW Hazelfern Road, Tigard – 1887 North Holly Street, Canby

8:00-9:15am **Tour IFA Nurseries, Inc.**  
*Objective: To understand forestry production and management*  
With nurseries across Washington and Oregon, IFA Nurseries works with foresters to perpetuate one of our most valuable renewable resources. They specialize in providing quality nursery stock and tree seedlings for conifers – Douglas firs, western hemlocks, western red cedars, true firs, and ponderosa pines.  
Speakers: Thomas Cushman, Nursery Manager

9:15-9:45am Travel from IFA Nurseries to NW Transplants  
1887 North Holly Street, Canby – 32300 South Dryland Road, Molalla

9:45-11:00am **Tour Northwest Transplants**  
*Objective: To understand specialty crop production*  
NW Transplants is a diversified seedling nursery operation, producing approximately 70 million seedlings a year of vegetables, herbs, flowers, and other specialty seed.  
Speakers: Lauren Lucht, Marketing and Customer Services

11-11:30am Travel from NW Transplants to Wood Shoe Farm  
32300 South Dryland Road, Molalla – 33814 South Meridian Road, Woodburn

11:30-1:30pm **Tour and Lunch at Wood Shoe Farm**  
*Objective: To understand specialty crop production and the opportunities and challenges of agritourism*  
Tour a unique Oregon agritourism and farming operation, which includes bulbs, cut flowers, potted tulips, and other plants. The farm also grows industrial hemp and extracts oils for use in processing. Learn directly from owners and managers

about growing these specialty crops and the challenges they face from regulations and liability.

Speakers: Barb Iverson, Owner

- 1:30-2:15pm Travel from Wood Shoe Farm to Bossco Trading  
33814 South Meridian Road, Woodburn – 7105 Hazelgreen Road, Salem
- 2:15-3:30pm **Tour Bossco Trading**  
*Objective: To understand specialty crop production and international trade*  
Bossco Trading is dedicated to all aspects of the straw industry. The company controls all phases of their straw baling and pressing process – from the rake in the field to the container being opened overseas.  
Speakers: Shelly Boshart Davis, Vice-President of International Sales & Marketing
- 3:30-3:45pm Travel from Bossco Trading to Betaseed  
7105 Hazelgreen Road, Salem – 34303 OR 99 East, Tangent
- 3:45-5:15pm **Tour Betaseed**  
*Objective: To understand sugarbeet production and breeding*  
Betaseed is the leading sugarbeet seed brand for growers in North America.  
Speakers: John Enright, President, and Bryan Meier, Director of Operations
- 5:15-6:00pm Travel from Betaseed to Rafn's  
34303 OR 99 East, Tangent – 479 Court Street NE, Salem
- 6:00-8:00pm Dinner at Rafn's Restaurant  
*Objective: To understand the opportunities and challenges of Oregon agriculture*  
A panel of Oregon agriculture experts will join us for dinner to discuss the opportunities and challenges of the sector in their state – from regulatory to legislative and from blueberries to wheat.  
Speakers: Roger Beyer, Executive Secretary of the Oregon Seed Council; Barry Bushue, State Executive Director for the USDA Oregon Farm Service Agency; Dave Dillon, Executive Vice President of Oregon Farm Bureau; Katie Fast, Executive Director at Oregonians for Food & Shelter; Bryan Ostlund, Executive Director of Oregon specialty crop groups; and Alexis Taylor, Director of the Oregon Department of Agriculture
- 8:00-8:45pm Travel from Rafn's to Hotel  
479 Court Street NE, Salem – 7265 SW Hazelfern Road, Tigard
- 8:45pm Arrive at Hotel and depart tour by personal vehicle

**Farm Foundation Farm and Field Congressional Fellowship Program**  
**Invitations - U.S. Senate**

First	Last	Office	Reason for Invitation
Sean	Babington	Committee on Agriculture	Agriculture staff
Kevin	Bailey	Committee on Agriculture	Agriculture staff
Katie	Bailey	Sen. Braun	Agriculture staff
Cicely	Batie	Sen. Fischer	Agriculture staff
Jordan	Baugh	Sen. Gillibrand	Agriculture staff
Kathryn	Bergh	Committee on Agriculture	Agriculture staff
Sarah	Bittleman	Sen. Wyden	Agriculture staff
Janae	Brady	Committee on Agriculture	Agriculture staff
Andrew	Brandt	Sen. Grassley	Agriculture staff
Joe	Brown	Sen. Boozman	Agriculture staff
Rosalyn	Brummette	Committee on Agriculture	Agriculture staff
Fred	Clark	Committee on Agriculture	Agriculture staff
Meghan	Cline	Committee on Agriculture	Agriculture staff
Eric	Deeble	Sen. Gillibrand	Agriculture staff
Haley	Donahue	Committee on Agriculture	Agriculture staff
Patrick	Donovan	Sen. Bennet	Agriculture staff
Brita	Endrud	Sen. Hoeven	Agriculture staff
Courtney	Flathers	Sen. Merkley	Agriculture staff
Matthew	Erickson	Committee on Agriculture	Agriculture staff
James	Glueck	Committee on Agriculture	Agriculture staff
Ward	Griffin	Committee on Agriculture	Agriculture staff
Darin	Guries	Committee on Agriculture	Agriculture staff
Daniel	Hale	Sen. Perdue	Agriculture staff
Logan	Hollers	Sen. Merkley	Agriculture staff
Chance	Hunley	Committee on Agriculture	Agriculture staff
Chelsie	Keys	Committee on Agriculture	Agriculture staff
Kevin	Lefebvre	Sen. Durbin	Agriculture staff
Sarah	Little	Sen. Roberts	Agriculture staff
Samantha	Marcy	Sen. Smith	Agriculture staff
Nancy	Martinez	Sen. Young	Agriculture staff
Jessica	McCarron	Committee on Agriculture	Agriculture staff
Jonathan	McCracken	Sen. Brown	Agriculture staff
Malcolm	McGeary	Sen. Wyden	Agriculture staff
Ashley	McKeon	Committee on Agriculture	Agriculture staff
DaNita	Murray	Committee on Agriculture	Agriculture staff
Kathryn	Naessens	Committee on Agriculture	Agriculture staff
Meris	Petek	Sen. Ernst	Agriculture staff
Alex	Piper	Sen. Leahy	Agriculture staff
Sanjana	Puskoor	Sen. Bennet	Agriculture staff
Andrew	Rezendes	Committee on Agriculture	Agriculture staff
Drew	Robinson	Sen. Perdue	Agriculture staff
Robert	Rosado	Committee on Agriculture	Agriculture staff







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SECOND AND CONSTITUTION AVENUE, NE  
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## United States Senate

SELECT COMMITTEE ON ETHICS

February 15, 2019

Courtney Flathers  
Office of Senator Jeff Merkley  
United States Senate  
Washington, DC 20510

Dear Ms. Flathers:

This responds to your recent correspondence concerning an invitation you received to travel to the *Farm and Field Congressional Fellowship Program Tour* in Tigard, Oregon, on February 20-21, 2019, sponsored by the Farm Foundation. The Farm Foundation certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The Farm Foundation has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the Farm Foundation is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

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<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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Sincerely,

**Deborah Sue Mayer**  
**Chief Counsel and Staff Director**

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